

5 February 1952

MEMORANDUM FOR: Staff, Office of Training (G)
FROM: Director of Training
SUBJECT: Security Clearance Procedures for Trainees,
Office of Training

file
Trainees
Prog.

1. This memorandum summarizes the current procedures for security interviews and subsequent clearance action on trainees of the Office of Training (G). Staff members concerned are requested to conform.

2. UTG/A Trainees

- a. I & S sends Personnel a written clearance (subject to interview) on an individual.
- b. Personnel schedules the interview at Building 13.
- c. Personnel notifies the Registrar of TR/G (Extension 2761) of the date of the interview.
- d. The Registrar notifies the UTG/A training officer.
- e. The trainee reports for the interview as directed.
- f. Subsequent events depend upon the kind and length of training the individual has had.

(1) Case 1

If the individual has not completed his training course at the time of his interview, he returns to the training group. On the Tuesday following the final date of the course, he reports to his personnel office for assignment to his branch office.

(2) Case 2

If the individual has completed his course at the time of his interview, he reports to his personnel office following the interview and receives his EOD notice, Form 37-114 (Full Clearance) or 37-116 (Secret Clearance). From here he goes to the Office in "I" Building where I & S badges are issued. He then proceeds to his employing office with Form 37-114 or 37-116. He may or may not have a badge.

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Proof of the trainee's clearance is contained in the EOD paper which he brings with him.

3. Professional Trainees

- a. I & S sends Personnel a written clearance (subject to interview) on an individual.
- b. Personnel schedules the interview at Building 13.
- c. Personnel notifies the Registrar of TR/G (Extension 2761) of the date of the interview.
- d. The Registrar notifies the CIA Intelligence School, Administrative Officer.
- e. The trainee reports for the interview as directed.
- f. Subsequent events depend upon the kind and length of training the individual has had.

(1) Case 1

Individuals cleared before they report to the Agency and those cleared during a waiting period proceed in the same manner as an UTG/A trainee in 2 f (2) above and report to [REDACTED] after going to the Badge Office.

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(2) Case 2

Some individuals are cleared during their PT course. They too report to their personnel office after their interview, then to the Badge Office, and then to [REDACTED] where they turn in their Form 37-114 or 37-116. This paper is proof of the trainee's clearance. They then return to Alcott Hall, eligible now for the classified PT course.

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4. Active Duty Military Trainees

In the case of the Military not yet cleared for duty in the Agency, the Registrar is informed of the interview date and she forwards the information to the proper training group officer.

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a. Case 1

If the individual has not completed his course at the time of his interview, he returns to the training group. On the Monday following the final date of the course, he reports to the Personnel Branch of the Military Personnel Division where all paper work is processed. A notification in writing of the clearance status of the trainee will be forwarded by the Personnel Branch to the Registrar's Office, 220 Central Building, immediately following his interview.

b. Case 2

If a three-week trainee has not been cleared by the end of the third week, he returns to his training group for another three weeks.

c. Case 3

If at the end of six weeks, a trainee has not been cleared, he does not remain in training but reports to his Military Personnel Office for his next assignment.

5. All Trainees.

No trainees in any group of TR/G will be permitted access to material classified above Restricted unless the administrative officer of that group has actually received a copy of Form 37-114 or 37-116 from Personnel.


MATTHEW BAIRD

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